



DEPARTMENT OF THE NAVY  
OFFICE OF THE UNDER SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

18 September 1997

MEMORANDUM FOR DISTRIBUTION

Subj: PURCHASE OF OFFICIAL REPRESENTATION FUNDS (ORF)  
GIFT/MEMENTO BY DON PERSONNEL

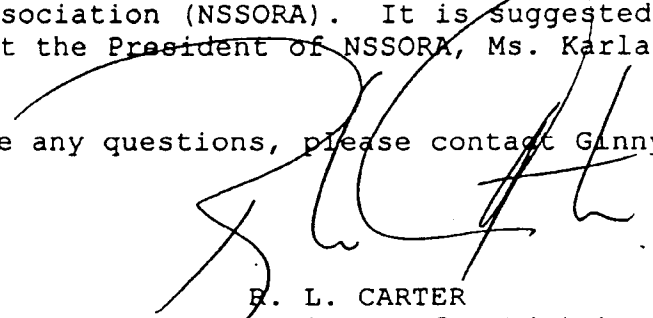
Ref: (a) SECNAVINST 7042.7H  
(b) ASN(RD&A) memo of 15 Dec 95, Subj: "Navy Activities  
Providing Goods or Services to Non-DoD Parties"

Official Representation Funds (ORF) are used to maintain the standing and prestige of the Department of the Navy by extending courtesies to various dignitaries, officials and prominent citizens. Allowable expenditures (e.g., hosting official functions and presentation of mementos) are outlined in reference (a). However, no statutory authority exists allowing purchase of ORF mementos by DON personnel for personal use and subsequent reimbursement to the Navy ORF appropriation.

Consistent with reference (b), in the absence of express statutory authority, Navy activities lack authority to purchase items for resale to the general public, including resale of items to Federal employees for their personal use.

I need your assistance in advising your principals to avoid purchases of ORF memento inventory items for personal use. A possible alternative for DON personnel to purchase naval memento items may be through the Navy Secretariat and Staff Offices Recreation Association (NSSORA). It is suggested that each addressee contact the President of NSSORA, Ms. Karla Horn (FMB) on 697-0995.

Should you have any questions, please contact Ginny Grove.

  
E. L. CARTER  
Assistant for Administration